

	AUTHORITY AND RESPONSIBILITY OF SUPERVISORS	Operations Order 3.3.00
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1. GENERAL SUPERVISORY RESPONSIBILITIES

- A. All supervisors are responsible for the proper performance of their employees under a variety of conditions and circumstances.
- B. Supervisors Will:
 - (1) Actively direct and supervise subordinates to ensure they perform their assigned duties efficiently.
 - (2) Monitor the situations in which subordinates are involved and ensure proper actions are taken.
 - (3) Ensure command of any situation coming to their attention that requires their involvement.
 - (4) Submit a written factual report when employees risk their lives in the performance of their duties or for any other act that would tend to bring credit to the Department.
 - (5) Ensure subordinates complete all required reports promptly and accurately.
 - (6) Ensure body-worn camera video is reviewed as outlined in [Operations Order 5.1.00, Body-Worn Video Technology](#).
 - (7) Promptly obey orders of superiors and ensure subordinates do the same.
 - (8) Inform an employee's immediate supervisor, as well as their own supervisor, of any neglect of duty or misconduct by an employee not under their supervision.
 - (9) Investigate reports of improper, immoral, or illegal conduct of subordinates and report the findings, actions, and recommendations to their supervisor.
 - (10) Inspect and make an evaluation of each employee under their supervision at least once a month.
 - (11) Appoint (with the exception of supervisors of the rank of sergeant) a supervisor of the next lower rank to act in their place when they will be absent from duty.
 - A supervisor so appointed will have the same authority as the appointing supervisor.
- C. Supervisors May:
 - (1) Temporarily suspend from duty for the remainder of a shift any lower-ranking employee of the department who violated department orders.
 - When such action is taken, the suspending supervisor will immediately report the facts, in writing, to the Police Chief through Department channels.
 - (2) Issue orders that deviate from written orders during an emergency.
 - (a) Orders will be temporary and will remain in effect only during the emergency.
 - (b) Any orders will be reported to the next-higher supervisor as soon as practical.
 - (3) Delegate authority to subordinates to perform various activities within the scope of their bureau/precinct's function.

2. PATROL SUPERVISORS

- A. Patrol supervisors will:

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2. A. (1) Be available, when practical, to immediately respond to and take tactical control of emergencies occurring within their primary area of responsibility and/or involving personnel assigned to their unit.
- (2) Respond to and take tactical control of emergencies occurring within another supervisor's primary area of responsibility when the primary supervisor is unavailable to do so.
- (3) Ensure officers are fully informed of areas on their respective beats in need of preventive patrol and ensure such locations are checked on a timely basis.
- (4) Schedule the beat assignment of officers to ensure proper rotation of assignments to facilitate a good working knowledge of major aspects of the officers' work assignment.
- (5) Monitor the police radio and respond to situations in which subordinates are involved, when appropriate, to ensure proper action is taken.

3. **SUPERVISOR'S RESPONSE TO INCIDENTS**

A. The following types of incidents will require the response of a supervisor to the scene as soon as possible:

- Homicide
- Armed robbery
- Serious injury robbery
- Serious injury assaults
- Sexual assaults
- Large drug/narcotic seizures
- Fatal traffic accidents
- Fatal hit and run
- Missing persons where foul play is suspected
- Kidnapping
- Burglary and theft when monetary loss exceeds \$5,000
- Bomb incidents when device is found or detonated
- Arsons or fires where considerable damage is involved
- All major felony arrests
- Bias incidents
- All response to use of force incidents as outlined in [Operations Order 1.5.02, Use of Force Reporting](#).
- Any other incidents in which an employee feels (common sense) the presence of a supervisor is necessary

B. **Supervisory Response to Emergency Calls**

- (1) The first supervisor to arrive at the scene of an emergency will take charge and issue such commands and orders as necessary to bring the situation under control or containment.
- (2) The first supervisor will be in charge of the scene until or unless relieved by the area patrol supervisor, the supervisor of the investigator assuming the investigation, or a supervisor of higher rank.

4. **CIVILIAN SUPERVISORS**

- A. Civilian personnel may be assigned to supervise one or more employees within the Department.
- B. Civilian supervisors will exercise the same responsibility and authority as a sworn supervisor within the same position.

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